



JAIPUR METRO

**JAIPUR METRO RAIL CORPORATION LIMITED**

(A Government of Rajasthan Undertaking)

Registered Office: Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in), CIN: U60221RJ2010SGC030630

No. F.1(H-257)/JMRC/DCA/SS-XX/2022/4467

Dated: November, 2022

12 9 NOV 2022

**VACANCY CIRCULAR**  
**INVITING APPLICATIONS FOR DEPUTATION**

Jaipur Metro Rail Corporation Ltd. (JMRC), a Government of Rajasthan Undertaking registered under the Companies Act, 1956, is implementing Metro Rail Transit System in Jaipur city and its commercial operations started on 3<sup>rd</sup> June, 2015.

Through this circular, JMRC *seeks applications for deputation by Special Selection* from amongst the employees of Indian Railways and its subsidiary/sister concerns, Metro Rail Corporations or any Ministry, Department, Office, Undertaking, Board or Organisation of the Central Government or a State Government. The list of vacant posts to be filled, along with details of pay, qualification and experience for each post, is enclosed as **Annexure-I**. The posts indicated in **Annexure-I** are tentative. JMRC reserves the right to change/ cancel the vacancies or to defer/cancel the selection/screening process for any of these posts at any stage depending upon developments in the meanwhile.

Selection for appointment to the posts shall be made from amongst the applicants who possess requisite qualification and experience for the post as on the Last Date for Receipt of Applications and hold lien on a regular post in the parent department/organization. The process of selection from amongst those who apply for deputation is called special selection and is described in JMRC Recruitment and Service Rules, 2012, hosted on JMRC website, i.e., [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in), or <http://transport.rajasthan.gov.in/jmrc>.

The officers selected and appointed on deputation in JMRC through this process of special selection shall draw the same pay and the same grade pay/Level, which they may be drawing (in the substantive or officiating capacity) in the prescribed scale for the post held by them immediately before appointment in the Corporation. The next date of increment shall also remain unchanged. However, they shall be paid a Special Allowance# at the rate of 15% of the basic pay during their tenure in JMRC. Other allowances, honoraria and reimbursements shall be admissible as provided in Chapter IX of the JMRC Recruitment & Service Rules, 2012, subject to their terms of deputation.

**# Clarification:** As per Finance Department, GoR order dated : 30<sup>th</sup> October, 2017, the amount of Special Allowance has been freezed. Till the revision in rate of Special Allowance payable to deputationists is decided by GoR in view of revision of Basic Pay after 7<sup>th</sup> pay commission implementation in Central Government / State Governments / after 3<sup>rd</sup> PRC in CPSUs; the Special Allowance shall be paid @ 15% of pre-revised Basic Pay (6<sup>th</sup> CPC basic pay (CDA Scale) or pre 3<sup>rd</sup> PRC Basic pay (IDA Scale) of the month before such pay revision).

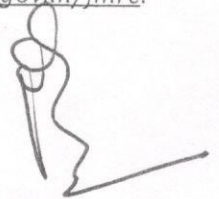
The tenure of officers selected through this process shall ordinarily not exceed three years and may be extended for further term not exceeding two years at a time but the total tenure shall not exceed seven years in general. In exceptional circumstances, the tenure of deputation may be extended upto 10 years with the approval at competent level & subject to consent of Parent Organisation.

It is requested that this circular may be widely circulated among the organizations /staff under your jurisdiction; and applications (in the prescribed proforma enclosed as **Annexure - II**) of eligible officers /officials who are willing to work on deputation in Jaipur Metro **may be forwarded to the Chairman & Managing Director, Jaipur Metro Rail Corporation Ltd., Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur - 302020, so as to reach JMRC on or before 30<sup>th</sup> December, 2022.** While doing so, the forwarding authorities may fill in Part-B of the application and enclose attested copies of applicant's annual confidential reports/ performance appraisal reports (or summary thereof) for the last five years.

In cases where an applicant anticipates delay in forwarding of his/her application through proper channel, he/she is welcome to send an advance copy of Part-A of the application so as to reach JMRC on or before the **Last Date for Receipt of Applications, i.e., 30<sup>th</sup> December, 2022.** However, in such cases, it would be incumbent upon the applicant to ensure that his/her complete application (including Part-B thereof), duly certified and forwarded by the Cadre Controlling Authority, reaches JMRC on or before the date of interview. Those whose applications are not so forwarded or who do not produce clearance of the Cadre Controlling Authority may not be interviewed, and if interviewed, may not be considered for selection/ appointment.

Any corrigendum/ addendum/ clarification that may be issued in relation to this circular will be posted only on JMRC website [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in); OR <http://transport.rajasthan.gov.in/jmrc>.

For any queries, JMRC can be contacted at [dgmrh@jaipurmetrorail.in](mailto:dgmrh@jaipurmetrorail.in).



(P. Ramesh, IAS)

Chairman & Managing Director

Encl : As Above. 4468-4479

To,

1. Secretaries of all Ministries/ Departments of Government of India
2. Chief Secretaries of all States/ Union Territories
3. Member (Rolling Stock)/Member (Traffic)/ Member (Infrastructure)/ Member (Traction)/ Member (Staff), Railway Board, Ministry of Railways, New Delhi
4. DG (S&T), Railway Board, Ministry of Railways, New Delhi
5. General Managers/ CPOs of all Zonal Railways
6. Managing Directors of all Metro Rail Corporations
7. All Departments/ Offices/ Undertakings/ Boards/ Organisations under Govt. of Rajasthan/Gol

Copy also to:

1. Additional Chief Secretary/ Pr. Secretary/Secretary, all departments, Government of Rajasthan
2. Registrar, Rajasthan Board of Revenue, Ajmer
3. Commissioner, Information & Public Relations, Government of Rajasthan, Jaipur
4. Commissioner, Settlement Department, Viman Bhawan, Gopalbari, Jaipur
5. All Divisional Commissioners & District Collectors of Rajasthan

**List of posts to be filled by deputation through Special Selection:**

| S. N. | Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC, Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR                                      | Qualification and Experience #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Number of Posts |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1     | <b>Director (Project)</b><br><br>GP as per 6 <sup>th</sup> CPC : 10000/9500<br><br>Level as per 7 <sup>th</sup> CPC :<br><br>GoI- L-14<br>GoR -L-24/L-23     | An officer with a Degree in Engineering in Civil from a recognised University (or equivalent Engineering qualification)<br><br><b>with</b><br>a total experience of 21 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 5 years in Metro Rail Projects<br><br><b>and</b><br>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 7 years.                                                                                                                                                                                              | 01              |
| 2     | <b>Executive Director (Operations)</b><br><br>GP as per 6 <sup>th</sup> CPC: 8700<br><br>Level as per 7 <sup>th</sup> CPC:<br><br>GoI- L-13<br><br>GoR -L-21 | <b>EITHER</b><br>a) An officer with a Degree in Engineering in Electronics/ Electronics & Communication/ Electrical/Mechanical/Civil from a recognised University (or equivalent Engineering qualification)<br><br><b>with</b><br>a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects<br><br><b>and</b><br>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.<br><br><b>OR</b><br>b) An officer of Indian Railway Traffic Service with a total experience of 14 years. | 01              |
| 3     | <b>Executive Director (S&amp;T)</b><br><br>GP as per 6 <sup>th</sup> CPC : 8700<br><br>Level as per 7 <sup>th</sup> CPC :<br><br>GoI- L-13<br><br>GoR -L-21  | An officer with a Degree in Engineering in Electronics/Electronics & Communication from a recognised University (or equivalent Engineering qualification)<br><br><b>with</b><br>a total experience of 14 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects<br><br><b>and</b><br>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.                                                                                                                                                            | 01              |



| S. N. | Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC, Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR                             | Qualification and Experience #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Number of Posts |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 4     | <b>General Manager (Project Planning &amp; PPP)</b><br><br>GP as per 6th CPC : 7600<br><br>Level as per 7th CPC :<br><br>GoI- L-12<br><br>GoR -L-19 | An officer with a Degree in Engineering from a recognised University (or equivalent Engineering qualification)<br><br><b>with</b><br>Master Degree in Business Administration from a recognised University (or equivalent Engineering qualification)<br><br><b>and</b><br>a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects<br><br><b>and</b><br>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.                                                                   | 01              |
| 5     | <b>General Manager (S&amp;T)</b><br><br>GP as per 6th CPC : 7600<br><br>Level as per 7th CPC :<br><br>GoI- L-12<br><br>GoR -L-19                    | An officer with a Degree in Engineering in Electronics/Electronics & Communication from a recognised University (or equivalent Engineering qualification)<br><br><b>with</b><br>a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects<br><br><b>and</b><br>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.                                                                                                                                                             | 01              |
| 6     | <b>General Manager (Operations)</b><br><br>GP as per 6th CPC : 7600<br><br>Level as per 7th CPC :<br><br>GoI- L-12<br><br>GoR -L-19                 | <b>EITHER</b><br>(a) An officer with a Degree in Engineering in Electronics/Electronics & Communication/ Electrical/Mechanical/Civil from a recognised University (or equivalent Engineering qualification)<br><br><b>with</b><br>a total experience of 12 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects<br><br><b>and</b><br>working in equivalent and/or immediate lower Level in the Pay Matrix for a total minimum period of 5 years.<br><br><b>OR</b><br>(b) An officer of Indian Railway Traffic Service with a total experience of 12 years. | 01              |



| S. N. | Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC, Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR                                   | Qualification and Experience #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Number of Posts |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 7     | <b>Joint General Manager (Admin)</b><br><br>GP as per 6th CPC: 6600/-<br><br>Level as per 7th CPC :<br><br>GoI - L-11<br>GoR- L-16                        | An officer of Rajasthan State Service or any Department/PSU/Board/Organisation of Government of India/State Governments<br><br><b>with</b><br>a total experience of 9 years in the Service, preferably with an experience of a 2 years in a Public Sector Undertaking/Statutory Corporation preferably in the field of general administration.<br><br><b>and</b><br>working in equivalent or immediate lower level in the Pay Matrix.                                                                                        | 01              |
| 8     | <b>Joint General Manager (Rolling Stock)</b><br><br>GP as per 6th CPC: 6600/-<br><br>Level as per 7th CPC :<br><br>GoI - L-11<br>GoR- L-16                | An officer with a Degree in Engineering in Electrical/Mechanical from a recognised University (or equivalent Engineering qualification)<br><br><b>with</b><br>a total experience of 9 years in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments, preferably with an experience of 2 years in Metro Rail Projects<br><br><b>and</b><br>working in equivalent or immediate lower level in the Pay Matrix. | 01              |
| 9     | <b>Private Secretary</b><br>GP as per 6th CPC: 6000/-<br>Level as per 7th CPC :<br><br>GoI - L-10<br>GoR- L-15                                            | An employee in Level in the Pay Matrix of Rs. 4800/- or above having a total experience of at least 18 years of working as Private Secretary (PS), Sr.PA, PA, Steno or equivalent level; in any Department/ PSU/ Board/ Organisation of Government of India/ State Governments.                                                                                                                                                                                                                                              | 04              |
| 10    | <b>Deputy General Manager (Coordination &amp; Monitoring)</b><br><br>GP as per 6th CPC : 5400<br><br>Level as per 7th CPC :<br><br>GoI- L-10<br>GoR -L-14 | An officer having a Graduate Degree from a recognised University.<br><br><b>with</b><br>a total experience of 7 (out of which 2 year should be related to coordination with Planning Departments of State/Central Govt.) in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/PSU/ Board/ Organisation of Government of India/ State Governments<br><br><b>and</b><br>working in equivalent or immediate lower Level in the Pay Matrix.                                     | 01              |
| 11    | <b>Tehsildar</b><br><br>GP as per 6th CPC: 4800/-<br><br>Level as per 7th CPC :<br>GoR- L-12                                                              | An officer of Rajasthan Tehsildar Service (RTS) working in Government of Rajasthan and having an experience of at least 5 years.                                                                                                                                                                                                                                                                                                                                                                                             | 01              |



| S. N.        | Name of post, Grade Pay (GP) as per 6 <sup>th</sup> CPC, Level in the pay matrix as per 7 <sup>th</sup> CPC of GoI/ GoR        | Qualification and Experience #                                                                                                                                                                                                                                                                                                                                                                                  | Number of Posts |
|--------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 12           | <b>Senior Executive Officer (Accounts)</b><br><br>GP as per 6th CPC: 4800/-<br>Level as per 7th CPC :<br>GoI- L-8<br>GoR- L-12 | An Assistant Accounts Officer working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan <b>with</b> an experience of at least 2 years in a PSU/ statutory Corporation.                                                                                                                                                                                                                     | 01*             |
| 13           | <b>Travelling Inspector of Accounts</b><br>GP as per 6th CPC: 4800/-<br>Level as per 7th CPC :<br>GoI- L-8<br>GoR- L-12        | A Travelling Inspector of Accounts (TIA) of Indian Railways or its subsidiary/sister concerns or Metro Rail Corporation of Government of India/State Governments. <b>and</b> having an experience of at least 3 years.                                                                                                                                                                                          | 01              |
| 14           | <b>Manager (HR)</b><br><br>GP as per 6th CPC: 4800/-<br>Level as per 7th CPC :<br><br>GoI- L-8<br>GoR- L-12                    | An officer who has a Master Degree / PG Diploma in HR management from a recognised University (or equivalent qualification) <b>with</b> 4 years experience in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/Organisation of Government of India/State Governments <b>and</b> working in equivalent or immediate lower Level in the Pay Matrix. | 01              |
| 15           | <b>Executive Officer (HR/Admin)</b><br><br>GP as per 6th CPC : 4200<br><br>Level as per 7th CPC :<br><br>GoR -L-11             | i) an Officer Superintendent (OS) working in Government of Rajasthan <b>or</b> an employee of equivalent level from any Department/PSU/Board/Organisation of Government of India/State Government, having an experience of 5 years in Establishment/General Administration matters. <b>and</b> ii) having hands-on knowledge of computer.                                                                       | 01              |
| 16           | <b>Executive Officer (Accounts)</b><br><br>GP as per 6th CPC : 4200<br><br>Level as per 7th CPC :<br><br>GoR -L-11             | An Accountant/ Jr. Accountant working in any Department/ Board/ PSU/ Organisation of Government of Rajasthan <b>with</b> an experience of at least 2 years in a PSU/ statutory Corporation <b>and</b> having hands-on knowledge of computer.                                                                                                                                                                    | 02*             |
| 17           | <b>Patwari</b><br>GP as per 6th CPC : 2400<br><br>Level as per 7th CPC :<br><br>GoR -L-5                                       | An employee working as Patwari/Ameen in Government of Rajasthan.                                                                                                                                                                                                                                                                                                                                                | 02              |
| <b>Total</b> |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>22</b>       |

\*One vacancy of each post is temporary post & the deputation on such temporary post will be for a period upto 28.02.2023 only, unless extended.



PROFORMA OF APPLICATION FOR DEPUTATION IN JMRC

**PART - A (To be filled by the applicant)**

**1. POST APPLIED FOR** \_\_\_\_\_

(Please fill separate applications, if you wish to apply for more than one of the posts)

**2. PERSONAL DETAILS**

a. Full Name

b. Father's/Husband's name

c. Date of Birth

d. Present Post/Designation

e. Place of present posting

f. Permanent Address

g. Postal Address

h. Mobile number (s) for Contact/ SMSs

i. Email ID:

(this email ID will be used for all correspondence in relation to this Application)

Photo

**3. DETAILS OF CURRENT POSTING****a. Parent Department/ Organisation**

|      |                                                                                                                                            |  |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|--|
| i.   | Name of Parent department/ organisation/ service with Unit/ Zone & place of posting                                                        |  |
| ii.  | Date of 1st joining in service of the Govt. department/ organization (only if worked in more than one Govt. department/ PSU/ organization) |  |
| iii. | Date of joining in service of the present parent department/ organisation                                                                  |  |
| iv.  | Date of superannuation from the parent department/ organization                                                                            |  |

**b. Details of Service**

|       |                                                                                                                      |                                                                                                                            |
|-------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| i.    | Name of Present department/ organisation                                                                             |                                                                                                                            |
| ii.   | Present Post/ Designation & Place                                                                                    |                                                                                                                            |
| iii.  | Type of Pay Scale (Tick as applicable)                                                                               | CDA (6 <sup>th</sup> CPC) / CDA (7 <sup>th</sup> CPC) / IDA (after 3 <sup>rd</sup> PRC) / IDA (Before 3 <sup>rd</sup> PRC) |
| iv.   | Equivalent Grade Pay (as per 6 CPC)                                                                                  |                                                                                                                            |
| v.    | Present Level in Pay Matrix as per 7 <sup>th</sup> CPC (GoI or GoR)/ Scale as per IDA (E1, E2...etc.); as applicable |                                                                                                                            |
| vi.   | Date of Entry into Present Grade Pay/Pay scale/ Pay Level                                                            |                                                                                                                            |
| vii.  | Immediate lower Grade Pay / Pay Level that you were getting before the grant of present Grade Pay / Pay Level        |                                                                                                                            |
| viii. | Date of Entry into immediate lower Grade Pay/Pay scale/ Pay Level                                                    |                                                                                                                            |
| ix.   | Whether the employment in parent organization is a regular employment                                                |                                                                                                                            |

|      |                                                                                        |         |         |         |         |         |
|------|----------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|
| x.   | Details of Punishments/<br>Enquiries/ Police Cases/<br>Convictions/ Debarments, if any |         |         |         |         |         |
| xi.  | Details of Awards/ Honours/<br>Citations, if any                                       |         |         |         |         |         |
| xii. | Summary of ACR for last Five<br>Years                                                  | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |

#### 4. ACADEMIC/ PROFESSIONAL QUALIFICATIONS

| Degree/ Diploma/<br>Certificate | Name of Board/<br>Institution/<br>University | Year of<br>Passing | Subject(s)/<br>Discipline/<br>Branch |
|---------------------------------|----------------------------------------------|--------------------|--------------------------------------|
|                                 |                                              |                    |                                      |
|                                 |                                              |                    |                                      |
|                                 |                                              |                    |                                      |
|                                 |                                              |                    |                                      |
|                                 |                                              |                    |                                      |

#### 5. EXPERIENCE DETAILS

##### a. Details of Postings held (attach separate sheet, if required)

| Period |    | Name of<br>department/<br>organization | Post held | Whether<br>on cadre<br>post or on<br>deputation | Work<br>profile |
|--------|----|----------------------------------------|-----------|-------------------------------------------------|-----------------|
| From   | To |                                        |           |                                                 |                 |
|        |    |                                        |           |                                                 |                 |
|        |    |                                        |           |                                                 |                 |
|        |    |                                        |           |                                                 |                 |
|        |    |                                        |           |                                                 |                 |

**b. Experience in terms of Years and Months**

|                                                                                                                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Total Experience of working in Indian Railways or its subsidiary/sister concerns, Metro Rail Corporations or any other Department/ PSU/ Board/ Organisation of Government of India/ State Governments |  |
| Of the total experience, Experience in PSU / Statutory Organisations                                                                                                                                  |  |
| Of the total experience, Experience in Metro Rail Projects                                                                                                                                            |  |
| Of the total experience, any experience specifically relevant to the Post applied for                                                                                                                 |  |
| Type of Experience                                                                                                                                                                                    |  |
| Period of experience in                                                                                                                                                                               |  |
| Years, Months and Days                                                                                                                                                                                |  |

I hereby submit my Application for deputation in JMRC against the Special Selection Post of \_\_\_\_\_.

I declare that:

- I have carefully gone through the Vacancy Circular & JMRC Recruitment & Service Rules, 2012 as amended upto date (available on JMRC website) and I am aware that my tenure in JMRC will be governed by these Rules, except where otherwise provided in the terms and conditions of deputation mutually agreed upon between my parent department/ organisation and JMRC.
- I am aware that my Application will be considered only if it is duly certified and forwarded by my Cadre Controlling Authority and reaches JMRC on or before the prescribed date.
- I am well aware that on being forwarded, my Application will be assessed by the Selection Committee as per the Rules of JMRC.
- To the best of my knowledge, the information submitted by me is correct and I am qualified to hold a post in JMRC.

Date

Name and Signature of the Applicant

**PART - B****(To be filled by the Cadre Controlling Authority/ Parent Department/ Organisation)**

The application of the following officer is being forwarded to JMRC for considering his/ her deputation in JMRC:

- 1) Full Name of the Applicant :
- 2) Cadre/ Post in the parent department:
- 3) Date of Birth :
- 4) Date of Superannuation :
- 5) Has the officer been given any punishment in the last five years? If yes, please write a short description below
- 6) Is there any disciplinary proceeding pending against the officer (only the cases where charge-sheets have been served)? If yes, please write a short description below
- 7) Whether original or attested copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of last five years are enclosed?
- 8) Whether the employee is a regular employee of parent department/organisation?

It is certified that the particulars given above are correct and that in the event of the officer being selected for deputation in JMRC, his/her services shall be placed at the disposal of JMRC for the period of deputation which shall ordinarily not exceed three years.

Date

**Name, Designation & Signature of authorised  
officer of the Parent Department/ Organisation**